भारत सरकारGOVERNMENT OF INDIA
वित्त मंत्रालयMINISTRY OF FINANCE
राजस्व विभागDEPARTMENT OF REVENUE
केन्द्रीयअप्रत्यक्षकरऔर सीमा शुल्कबोर्ड
CENTRAL BOARD OF INDIRECT TAXES AND CUSTOMS
मुख्य आयुक्त का कार्यालय
OFFICE OF THE CHIEF COMMISSIONER
केन्द्रीयकर, केन्द्रीय उत्पाद शुल्क और सीमा शुल्क
CENTRAL TAX, CENTRAL EXCISE & CUSTOMS
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C.No. II/39/14/2019/ CC(TZ) I Date: 01.10.2020

(DIN No: 20201058000007A05E1)

OFFICE ORDER No.: 024 /2020

Sub: Scheme for funding of Annual health check-up for Group 'B' and Group 'C' officials of age 40 years and above from the Customs and Central Excise Welfare Fund – reg.

DGHRD,CBIC vide letter F.No. 712/170/HRD/WF-I/19 dated 16.01.2020 had proposed a welfare scheme of Annual Medical Examination for all Group 'B' & 'C' officers/staff of age 40 years and above working under the CBIC.

2. In order to implement the scheme, CGHS empanelled Hospitals/Diagnostic centres or Hospitals /Diagnosis Centres recognised under CS (MA) rules and other reputed hospitals in various parts of Kerala were contacted, for the convenience of officers posted at formations across the state. Accordingly, certain hospitalswhich are found suitable and they have accepted the required terms and conditions and have been identified for empanelment and Memorandum of Agreement (MoA) has been executed with the empaneled hospitalsfor conducting the requisite Annual Health checkup. List of such empanelled hospitals is enclosed herewith as **Annexure-A.**The facility is available to all Group B&C officers of age 40 years and above (as on 1st April of every year) working under any formations of CBIC, irrespective of the actual location of posting. Group-A officers of age 40 years and abovecan also avail the facility in these empaneled hospitals, if they desire so.Thus, the participating hospitals shall provide the facility of the check-up to any officer working under CBIC (as per the terms and conditions in the MOA), irrespective of rank/designation / place of posting.The officers and staff posted in the organizations under CBIC in Kerala, listed below, can avail this facility.

a) Central GST & Central Excise

b)Customs House

c)Commissionerate of Customs (Prev.)

d)Directorate of Revenue Intelligence

e)Directorate of Goods and General Intelligence

f) National Academy of Customs, Indirect Taxes AndNarcotics.

3. In this regard, following points are brought to the notice of all concerned for guidance:-

a) Officers shall produce a valid Departmental Id-card while presentingthem for medical check-up.They may preferably inform the hospital in advance and appear at the proper time as suggested by the hospital, so as to avoid rush and also to complete all the procedures on the same day.

b) The empanelled hospitals shall make arrangements for smooth conduct of all prescribed checks in a hassle-free manner.The list of tests required to be conducted as part of this scheme is enclosed as **Annexure-B.**

c) Hospitals shall conduct all the agreed upon tests/procedures (as per Annexure-B) by charging each male officer a lumpsum amount not more than Rs.2000/-(Rupees Two thousand only)while, for female officers, the amount chargeable shall be not more than Rs.2200/-(Rupees Two thousand and two hundred only). Hospital shall issue proper receipt in this regard. The amount shall be payable by the concerned officer directly to the hospital, which shall be reimbursed to the officer on filingrequisite claim with the department.

d) On completion of tests/doctor consultation etc., hospital shall provide a copy of complete medical report & summary of the medical report of the officer, and the officer shall give a satisfactory rating to the hospital, while submitting his bill to the Administrative Authority.

e) In case of any doubts/difficulties in this regard, the officers as well as the hospitals shall contact the PR section of the nearest Commissionerate (Contact numbers are enclosed herewith as **Annexure-C)**.

4. Since the annual medical check-up needs to be completed within the prescribed time frame (by 31st Dec'20 for 2020 and by 31st July every year), all officers/staff of age 40 years and above are directed to undergo the Annual Medical Examination as per the scheduled date and time of the empanelled hospital.

5. All Commissioneratesshall give wide publicity regarding the scheme for Annual Medical Examination to ensure that all eligible officers/staff canavail the facility.A copy may also be circulated among recognised officers/staff Associations also.

6. On completion of the medical examination of all officers/staff, all the HoD are requested to collect the bills prepared by the empanelled hospitals and the same may be duly examined and verified by the HoD.A detailed report of the eligible officials who have undergone the medical examination along with a consolidated demand for the grant and a consolidated satisfaction report in respect of each hospital shall be forwarded to this office on or before **31st January 2021 for this year and 31st August** of every year for sanction /release of funds from the Welfare fund.

11/X/2020

(Shyam Raj Prasad)

Chief Commissioner

Encl: Annexure A,B,C

Issued to:

1. **The Principal Commissioner of Central Tax & Central Excise, Kochi.**
2. **The Commissioner of Central Tax & Central Excise, Thiruvananthapuram**
3. **The Commissioner of Central Tax & Central Excise, Kozhikode**
4. **The Commissioner of Customs, Customs Preventive, Cochin.**
5. **The Commissioner of Customs, Customs House, Cochin.**
6. **The Commissioner of Central Tax & Central Excise, Appeals.**
7. **The Commissioner of Central Tax & Central Excise, Audit.**

Copy for information to:

1). **Pri. ADG, DGGI,Kochi**
2). **ADG, DRI, Kochi**
3). **ADG,NACIN,Kochi**

Copy for information and necessary action to:

The Hospitals as per Annexure-A

Annexure – A

List of Empanelled Hospitals for Annual Health Checkup

Sl. No.	Name of Hospitals	Address of Hospitals
1	KIMS Healthcare Group, Thiruvananthapuram	1, Vinod Nagar Road, Anayara, Thiruvananthapuram, Kerala – 695029
2	Mangalam Hospitals Pvt. Ltd., Kottayam	Mangalam Plaza, Baker Junction, Kottayam, Kerala - 686001
3	Lakeshore Hospital & Research Centres Ltd.	NH-66 Bypass, near Police Station, Nettoor, Maradu, Kochi, Kerala 682040
4	Aster Medcity (Aster DM Healthcare Ltd.)	Kuttisahib Road Cheranelloor, South Chittoor, Kochi, Kerala 682027
5	Amrita Institute of Medical Sciences	Ponekkara, P. O, Kochi, Kerala 682041
6	Baby Memorial Hospital Ltd.	Indira Gandhi Road, Arayadathupalam, Calicut, Kerala – 673004
7	Malabar Institute of Medical sciences (Aster MIMS Kannur)	East Chala, Bypass road, Kannur 670621
8	KIMS Al Shifa Healthcate Pvt. Ltd.	Ooty Road, Perintalmanna, Kerala 679322

Annexure – B

List of Tests to be conducted for Annual Health Checkup for Group B & C Officers of CBIC of age 40 years and above

INVESTIGATIONS	
Complete Hemogram (16 Parameters) Haemoglobin, PCV, RBC, MCHC, MCV, MCH, Total WBC, Differential Count (Polymorph, Lymphocytes, Eosinophils, Monocytes, Basophils), PDW, PCT, ESR, Platelet Count	
Cancer Screening:- Serum PSA (For Males) Pap Smear (For Females)	
Diabetic Test:- FBS PPBS	
Thyroid Test:- TSH	
Lipid Profile (6 Parameters) Total Cholesterol LDL Cholesterol Triglycerides	 HDL Cholesterol VLDL Cholesterol Total Cholesterol/HDL Ratio
Liver Function Test (10 Parameters) Total Bilirubin, Direct Bilirubin, Indirect Bilirubin, Serum Proteins, Serum Albumin, Serum Globulin, A/G Ratio, SGOT, SGPT, Serum Alkaline Phosphatase	
Renal Function Test (3 Parameters) Blood Urea Serum Creatinine Serum Uric Acid	
Urine Routine Examination	
General Examinations:- ECG Chest X-Ray USG Abdomen TMT/ECHO	
Consultations:- General Medicine Cardiology Dental ENT Ophthalmology Gynaecology (For Females)	

Annexure – C

Contact Details of PR Officer of the Commissionerate

Sl. No.	Name of the Commissionerate	Landline No.	PR Officer with Contact details
1	Kochi	0484-2390404	S A Madhu – Supdt 9961492841
2	Kozhikode	0495-2727891	Rafeeq Hasan – Supdt 9447336833
3	Thiruvananthapuram	0471-2337040	Bijish Ben – Supdt 8891332759